Office of the Commissioner for Federal Judicial Affairs

2008-2009

Report on Plans and Priorities

Minister of Justice and
Attorney General of Canada

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SECTION I – OVERVIEW

Acting Commissioner's Message

The Office of the Commissioner for Federal Judicial Affairs (FJA) was created in 1978 to safeguard the independence of the judiciary and to put federally appointed judges at arm's length from the administration of the Department of Justice. It exists to promote the better administration of justice and focuses its efforts on providing a sound support role to the federal judiciary.

The office administers three distinct and separate components that are funded from three very distinct sources. Statutory funding is allocated for the judges' salaries, allowances and annuities and surviving beneficiaries' benefits. Voted appropriations are provided in two separate votes to support the administrative activities of the Office of the Commissioner and the administrative activities of the Canadian Judicial Council.

In terms of the Canadian Judicial Council, it is made up of the Chief Justices, Senior Judges and Associate Chief Justices of Canada. The Council acts independently in the pursuit of its mandate of fostering the better administration of justice in Canada. The Council is served by a small office and its staff reports to the Commissioner for Federal Judicial Affairs but is accountable to the Chief Justice of Canada in serving the needs of the Council. Our office provides administrative and financial support and advice to the Council in support of its mandate.

The administration of the Office of the Commissioner is structured to reflect the distinctiveness of its role in supporting federal judicial activities. Under the Program Activity Architecture, the organization is broken down into three program activities: Payments Pursuant to the *Judges Act*; Canadian Judicial Council; and Federal Judicial Affairs (FJA).

These activities strive to meet our priorities of: client services; corporate planning and reporting; communications; information management; and security.

Success in fulfilling these priorities is determined through measurement strategies which assess the level of achievement of key results. FJA prides itself in providing a consistent, high level of service to federally appointed judges.

Marc A. Giroux
Acting Commissioner

Management Representation Statement

I submit for tabling in Parliament, the 2008-2009 Report on Plans and Priorities (RPP) for the Office of the Commissioner for Federal Judicial Affairs.

This document has been prepared based on the reporting principles contained in *Guide for the Preparation of Part III of the 2008-2009 Estimates: Reports on Plans and Priorities and Departmental Performance Reports*:

- It adheres to the specific reporting requirements outlined in the Treasury Board of Canada Secretariat guidance;
- It is based on the department's strategic outcome and Program Activity Architecture that were approved by the Treasury Board;
- It presents consistent, comprehensive, balanced and reliable information;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved planned spending numbers from the Treasury Board Secretariat.

Name: Marc A. Giroux
Title: Acting Commissioner

Raison d'être

Section 73 of the *Judges Act* provides for the establishment of an officer called the Commissioner for Federal Judicial Affairs who shall have the rank and status of a deputy head of a department. Section 74 sets out the duties and functions of the Commissioner.

The Office of the Commissioner :

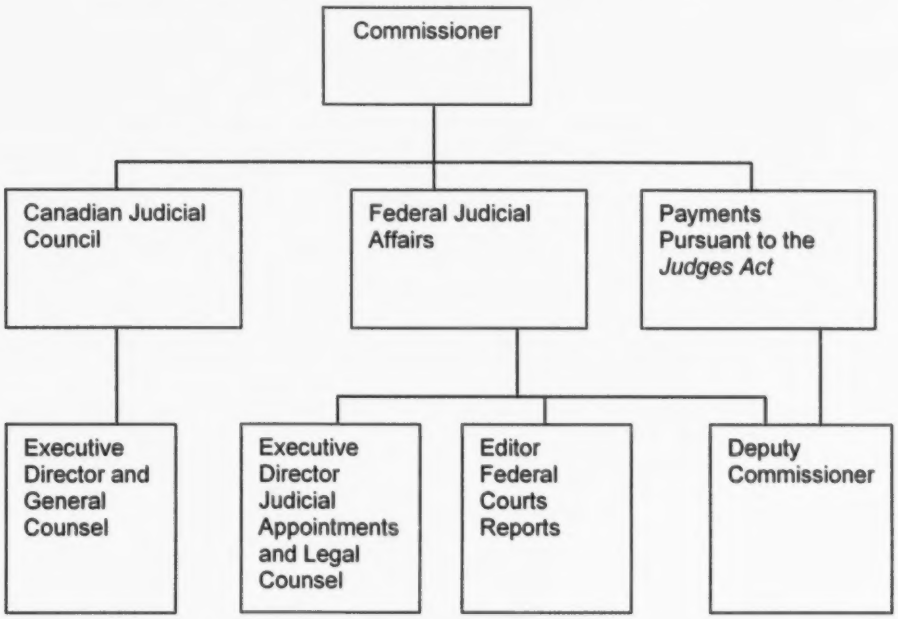
- administers Part I of the *Judges Act* by providing judges of the Federal Court of Appeal, the Federal Court, the Tax Court of Canada and federally appointed judges of provincial and territorial superior courts with salaries, allowances and annuities in accordance with the *Judges Act*;
- prepares budgetary submissions and provides administrative services to the Canadian Judicial Council; and
- undertakes such other missions as the Minister of Justice may require in connection with any matters falling, by law, within the Minister's responsibilities for the proper functioning of the judicial system in Canada.

Results for Canadians

Under the Canadian constitution, the judiciary is independent from the executive and legislative branches of government. Judicial independence is intended to ensure that judges make decisions free of influence, based solely on the facts and the law. Once appointed, a judge is eligible to serve on the bench until retirement (age 75 for federally appointed judges). Judges must also receive adequate remuneration in such a manner that does not leave them in a position of dependence or subject to pressure. In Canada, governments cannot change judges' salaries or benefits or remove judges from office without going through an appropriate, independent procedure.

Organizational Information

Program Activity Architecture – Reporting Structure



Voted and Statutory Items listed in Main Estimates

Vote or Statutory Item	Truncated Vote or Statutory Wording	**2008-2009 Main Estimates**	2007-2008 Main Estimates
20	Operating expenditures	**7,772,000**	7,368,000
25	Canadian Judicial Council-Operating expenditures	**1,594,000**	1,594,000
(S)	Judges' salaries, allowances and annuities, annuities to spouses and children of judges, and lump sum payments to spouses of judges who die while in office.	**397,971,000**	390,465,000
(S)	Contributions to employee benefit plan	**824,000**	847,000
	Total Department or Agency	**408,161,000**	**400,274,000**

Departmental Planned Spending Table and Full-time Equivalents

($ millions)	Forecast Spending 2007-2008	**Planned Spending 2008-2009**	Planned Spending 2009-2010	Planned Spending 2010-2011
Payments Pursuant to the *Judges Act*	390.5	**398.0**	412.2	425.9
Canadian Judicial Council	1.7	**1.7**	1.7	1.7
Federal Judicial Affairs	8.1	**8.8**	8.4	8.4
Budgetary Main Estimates (gross)	400.3	**408.5**	422.3	436.0
Less: Respendable revenue	.2	**.3**	.3	.3
Total Main Estimates	400.1	**408.2**	422.0	435.7
Adjustment				
Supplementary Estimates				
Public Service Modernization Act	.2	**0**	0	0
Federal Accountability Act	.3	**0**	0	0
Compensation, Benefits and HR Unit	.2	**0**	.0	0
Succession Plan	(.1)	**0**	0	0
Other				
Treasury Board Vote 15				
Employee Benefit Plan (EBP)				
Total Adjustments	.6	0	0	0
Total Planned Spending	400.7	**408.2**	422.0	435.7

Total Planned Spending	400.7	**408.2**	422.0	435.7
Less: Non-respendable revenue	12.3	**12.9**	13.4	13.9
Plus: Cost of services received without charge	1.5	**1.5**	1.5	1.5
Total Departmental Spending	389.9	**396.8**	410.1	423.3

Full-time Equivalents	68	**72**	70	70

Summary Information

Financial Resources

2008-2009	2009-2010	2010-2011
$408,161,000	$421,971,000	$435,730,000

Human Resources

2008-2009	2009-2010	2010-2011
72	70	70

Departmental Priorities

Name	Type
1. Client Services	Ongoing
2. Corporate Planning and Reporting	Ongoing
3. Communications	Ongoing
4. Information/Management Systems	Ongoing
5. Security	Ongoing

Program Activities by Strategic Outcome

Strategic Outcome: An independent and efficient federal judiciary.	**Planned Spending**			Contributes to the following Priority
	2008-2009	**2009-2010**	**2010-2011**	
Payments Pursuant to the *Judges Act*	$397,971,000	$412,185,000	$425,944,000	All priorities
Canadian Judicial Council	$1,683,000	$1,683,000	$1,683,000	All priorities
Federal Judicial Affairs	$8,507,000	$8,103,000	$8,103,000	All priorities

Departmental Plans and Priorities

External Environment

In recent years, our world has had to come to grips with dramatic challenges. While security issues raised are not new to our country, Canada's focus on and commitment to resolving them have intensified. The unprecedented emphasis the government now puts on security in all its operations is a result of this situation and is unlikely to change in the foreseeable future.

Attention must be drawn to other significant factors particular to FJA such as requests for services from provincial court judges and other key actors in the judicial community, including numerous opportunities for judicial partnerships both within and outside Canada. These new or growing priorities will continue to add more pressure on FJA to perform better and faster and to provide new services and to enhance existing ones.

FJA recognizes that it operates within a technology-driven world economy where mandates, demands, constraints, partnerships and the unforeseen are part of the landscape, and where the government sets the national priorities and management and accountability framework.

Internal Environment

FJA's internal environment is complex, due in part to the small size of its organization, which tends to understate the importance of its role within government. With only about 70 employees, the Office serves more than 1,053 judges and 777 pensioners and survivors, 138 Advisory Committee members and over 600 applicants for judicial appointment. FJA administers a budget in excess of $400 million annually which pays for judges' salaries, allowances and annuities, relocation and travel expenses as well as covering the costs of running the Office (informatics, training, finance, administration and other related expenses). It provides other services to judges including language training. It also provides services to the legal community through the publication of the *Federal Courts Reports* as well as services to the Minister of Justice through the operation of the Judicial Appointments Secretariat. FJA must comply with the same central agency expectations and requirements (comptrollership, management and accountability systems, etc.) as do larger departments that enjoy core, specialized resources in the fields of planning, communications, human and financial administration and evaluation.

These compelling responsibilities take a heavy toll on the human and financial resources that ought to be fully dedicated to serving the needs of FJA clients. Thus, the implementation of certain aspects of the modern comptrollership concept or the *Public*

Service Modernization Act, by way of example, could be imperilled without the provision of resources.

Unanimous in praising the professionalism and remarkable work of departmental employees, senior management acknowledges that there is still room for improvement in providing them with the right tools and creating a work environment conducive to optimal performance. Such an environment encompasses strong leadership based on effective, bilingual internal communication, clearly delineated responsibilities, agreed-upon expectations, staff/management training and employee participation in discussions and decisions that might have an impact on them, on their jobs or even on the future of this organization.

Short and medium-term retirement of managers and staff members may well exacerbate the Office's vulnerability. It is not unusual for small organizations that lack adequate succession planning or face employee turnover to experience sporadic organizational uncertainty.

In 1995, FJA initiated international judicial partnerships fully funded through the Canadian International Development Agency. Commencing with Ukraine, partnerships with Russia, Ethiopia, China and other countries quickly followed. FJA remains involved in promoting and facilitating participation by members of the Canadian judiciary in a number of international co-operation projects.

Management Priorities

FJA envisions itself as a unique service provider to the Canadian judiciary, renowned for efficiency, sound management and a good working environment. Five initiatives have been established as priorities. Implementing these priorities is expected to change the way FJA manages its operations, delivers its services, and facilitates the way FJA managers and employees relate to one another, their clients and partners. The impact of these initiatives on Human Resources will need to be assessed, planned and well integrated.

An environmental scan was completed by Consulting and Audit Canada in September 2004 which revealed that the organizational structure was sound, and client (judges) satisfaction was cited as high.

Client Services

FJA's primary duty and responsibility is to provide all federally appointed judges with administrative support services that they require to fully carry out their judicial mandate. By listening to its clients and monitoring the judicial environment, FJA can identify the judges' needs, present and future, and effectively adjust resources and operations to meet them.

FJA must also pay special attention to the needs of its other clients, i.e. pensioners and survivors, the Minister of Justice and Attorney General of Canada, the Canadian Judicial Council, Parliament, Judicial Appointments Advisory Committee members and judicial candidates, and enhance the quality of existing services when needed and offer new services where feasible.

The core of FJA services to the judiciary is statutory in nature: judges' salaries, allowances and annuities. However, the demand of the non-statutory portion, that is departmental resources to support the members of the judiciary, grows each year due to requests from judges and other clients for improved or additional services or both.

The performance indicators associated with this priority would include:

- a high approval rating in a client satisfaction survey of members of the judiciary which will be undertaken in the near future.

Corporate Planning

In response to recent requirements of the Treasury Board Secretariat, the Corporate Planning initiative has created a formal system of corporate policy development, planning, performance management and program evaluation which integrates Human Resource Planning.

By having a formal system for corporate policy development, planning, performance management and program evaluation, FJA will be able to ascertain that the services it provides to judges, the Canadian Judicial Council, and to the Minister of Justice are in accordance with established policies and are effective and efficient.

The work plan includes the need for the development of a Corporate Policy, Planning and Evaluation Framework that describes and tracks a full range of initiatives contemplated within the scope of this initiative. This plan would include:

- initiatives contemplated within the scope of this priority
- defining critical success factors associated with this priority
- a description of interim and final deliverables
- a schedule of steps leading to the preparation of deliverables and identification of resource requirements; and

- a proposal of the internal and external resources required for each step in the schedule, quantified and qualified.

The performance indicators associated with this priority would include:

- an Approved Framework and Plan;
- an Evaluation of each initiative in Corporate Policy, Planning and Evaluation Framework; and
- Human resource planning integrated with corporate planning.

Communications

The goal of the Communications initiative is to improve how effectively FJA managers, employees, clients and partners communicate with each other. The primary goal is to improve and standardize internal communications throughout the various layers of the FJA organization, as well as across organizational boundaries.

The Communications initiative will propose and develop needs-based communications strategies, approaches, and vehicles to improve the way knowledge and information is developed and shared among FJA managers and employees. The scope of the initiative includes collection and dissemination of administrative and related information among managers and employees. It also includes the effective use of electronic communication channels and vehicles such as e-mails, e-surveys, e-learning, as well as communication events like committee meetings and Commissioner's Town Hall meetings. The development and enhancement of practical communication skills includes writing, editing , presentation, interviewing, listening, facilitation, team building, positive thinking, mentoring, and coaching.

The performance indicators for this initiative will be based on comments and feedback received from managers, employees, clients and partners on the success of this initiative.

Information Management/Systems

The goal of the Information Management/Systems initiative is to improve and develop information management systems that support business programs and to improve the effectiveness of FJA's management of information, data and knowledge resource holdings.

One of the expected benefits is to reduce FJA's heavy reliance on manual processes, and introduce efficiencies through the adoption of automated information transfer mechanisms.

This entails the creation of integrated systems to reduce manual processes, eliminate redundant and home grown systems, and facilitate automated information transfer. The

design and implementation must follow the systems development approach required in TB procedures and guidelines for the management of information systems projects.

The Information Systems initiative includes a review of two legacy systems currently in place:

- Judicial Appointments Secretariat System
- Compensation and Benefits System.

The performance indicators for this initiative include:

- Conceptual design of revised Judicial Appointments Secretariat System
- Conceptual design of revised Judicial Compensation and Benefits System

Security

The goal of the Security initiative is to create a single point of reference for all aspects of security, including physical security of FJA clients, employees, visitors, facilities, data, information and systems and to ensure FJA is compliant with the Government Security Policy.

This initiative entails all current and foreseeable FJA roles and responsibilities for providing security to individuals, information, knowledge, data, systems, equipment, and facilities. The concerns for individual security extend to the security of clients, managers, employees, visitors, partners and suppliers. The range of issues includes FJA strategies, policies, procedures, and protocols, as well as all issues of accountability, responsibility, and authority for all aspects of security.

The performance indicators will include:

- Physical security in place
- Security concerns included in all workplans
- Documented security policies

SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME

Analysis by Program Activity

Strategic Outcome

An Independent and Efficient Federal Judiciary.

Program Activity Name: Payments pursuant to the *Judges Act*

Financial Resources:

2008-2009	2009-2010	2010-2011
$397,971,000	$412,185,000	$425,944,000

Human Resources:

2008-2009	2009-2010	2010-2011
0	0	0

The number of judges are not included in the FTE count for the Office of the Commissioner for Federal Judicial Affairs (see Human Resources page 6). The number of judicial positions are identified in the *Judges Act*. As of January 1, 2008 there were 1,053 federally appointed judges in Canada and there were 777 pensioners receiving a pension pursuant to the *Judges Act*.

Provides for the Payments of salaries, allowances and annuities to federally appointed judges, and their survivors, in the Superior Trial Courts and Courts of Appeal in Canada.

This program activity contributes to the achievement of the Government of Canada's "Safe and Secure Community" outcome.

Expected Results:

-Judges receive timely reimbursement of expense claims submitted;

-Information on judges is complete and accurate; and

-Judges and pensioners receive timely compensation payments

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-% of payments made within service standards;

-% of information on judges' files accurate;

-% of salary and pension payments issued within service standard; and

-% of judges satisfied with services.

Key Program or Service Name: Courts of Appeal in Canada

Financial Resources:

2008-2009	2009-2010	2010-2011
$38,890,000	$39,807,000	$40,859,000

Provides for payment of salaries, allowances and annuities to federally appointed judges in the Courts of Appeal in Canada, and to their survivors.

The number of Court of Appeal judges appointed in Canada is legislated in the *Judges Act* and is also specified in the various Judicature Acts in the provinces. Appointments can only be made when vacancies occur in the various courts.

Expected Results:

-Judges receive timely reimbursement of expense claims submitted;

-Information on judges is complete and accurate; and

-Judges and pensioners receive timely compensation payments

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-% of payments made within service standards;

-% of information on judges' files accurate;

-% of salary and pension payments issued within service standard; and

-% of judges satisfied with services.

Key Program or Service Name: Superior Trial Courts in Canada

Financial Resources:

2008-2009	2009-2010	2010-2011
$359,081,000	$372,378,000	$385,085,000

Provides for payment of salaries, allowances and annuities to federally appointed judges in the Superior Trial Courts in Canada, and to their survivors.

The number of Superior Trial Court judges appointed in Canada is legislated in the *Judges Act* and is also specified in the various Judicature Acts in the provinces. Appointments can only be made when vacancies occur in the various courts.

Expected Results:

-Judges receive timely reimbursement of expense claims submitted;

-Information on judges is complete and accurate; and

-Judges and pensioners receive timely compensation payments

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-% of payments made within service standards;

-% of information on judges' files accurate;

-% of salary and pension payments issued within service standard; and

-% of judges satisfied with services.

Program Activity Name: Canadian Judicial Council

Financial Resources:

2008-2009	2009-2010	2010-2011
$1,683,000	$1,683,000	$1,683,000

Human Resources:

2008-2009	2009-2010	2010-2011
8	8	8

Provide integrated support (administrative, secretariat, policy and legal research and advice) to the Council in support of its statutory mandate to foster the better administration of justice in Canada and serve as the body that oversees judicial conduct.

The role of the Canadian Judicial Council is to support the Council, its committees and its members in their carrying out of the Council's mandate. Such support includes the giving of advice, the implementation of decisions taken, and such administrative and executory functions as are necessary to the efficient and effective carrying out of that mandate.

This program activity contributes to the achievement of the Government of Canada's "Safe and Secure Community" and "Government Affairs" outcomes.

Expected Results:

-Canadian Judicial Council committees receive administrative support.

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-% of Canadian Judicial Council members satisfied with the administration and support to their committees.

Program Activity Name: Federal Judicial Affairs

Financial Resources:

2008-2009	2009-2010	2010-2011
$8,507,000	$8,103,000	$8,103,000

Human Resources:

2008-2009	2009-2010	2010-2011
64	62	62

These FTE's represent employees of the department who are responsible for the day-to-day operations of the department and to provide administrative services to federally appointed judges including language training, publishing of the *Federal Courts Reports*, and services to the Minister of Justice through the Judicial Appointments Secretariat. Also provides support to the judiciary in the areas of finance, human resources, administration and information management.

Judges who follow the language training program will receive quality training at a reasonable cost. Important decisions of the Federal Court and the Federal Court of Appeal will be published in the *Federal Courts Reports*. The Minister of Justice will have a substantial list of qualified recommended candidates for appointment to the federal judiciary in Canada. Judges will receive timely reimbursement of claims submitted, accurate salary and deductions and timely information which is pertinent to their position as judges.

This program activity contributes to the achievement of the Government of Canada's "Safe and Secure World through International Cooperation" and "Government Affairs" outcomes.

Expected Results:

-Judges receive administrative support.

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-Number of letters/feedback received from judges on their satisfaction with the services provided.

Key Program or Service Name: Services to Judges

Financial Resources:

2008-2009	2009-2010	2010-2011
$4,229,300	$3,949,300	$3,949,300

The program is responsible for the day-to-day operations of the Office of the Commissioner for Federal Judicial Affairs. These responsibilities include provision of direct services to the members of the judiciary and to departmental staff including finance, human resources, administration and information management.

Expected Results:

-All appointments to the judiciary are valid; and

-Judges are able to exchange e-mail reliably and securely and are able to collaborate with each other electronically.

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-% of appointments to the judiciary that are valid;

-% of time system is available to users; and

-% of judges satisfied with service.

Key Program or Service Name: Judges' Language Training

Financial Resources:

2008-2009	2009-2010	2010-2011
$1,690,000	$1,690,000	$1,690,000

Provides to federally appointed judges who qualify for the program, language training services in either of the official languages. The program includes intensive immersion sessions as well as private tutoring between sessions.

Expected Results:

-All federally appointed judges have timely access to high-quality, cost effective training and immersion programs.

The performance measurement strategy will include a review of internal systems as well as surveying judges.

Performance Indicators:

-number of judges participating in the program;

-number of judges satisfied with quality of training; and

-wait times to access training.

Key Program or Service Name: *Federal Courts Reports*

Financial Resources:

2008-2009	2009-2010	2010-2011
$1,071,700	$1,071,700	$1,071,700

The *Federal Courts Reports* were created in 1971 when the *Federal Courts Act* was passed. Subsection 58(2) of the Act provides that "The editor shall include in the reports only the decisions or the parts of them that, in the editor's opinion, are of sufficient significance or importance to warrant publication in the reports." The *Federal Courts Reports* consist of four volumes per year made up of three parts per volume with one part being published each month. In addition to publishing the Reports in bilingual paperback format, the Section, in association with the University of Montreal, makes the Reports available on the FJA web site in both official languages.

Expected Results:

-Key decisions of the Federal Court/Federal Court of Appeal are published.

The performance measurement strategy will include a review of internal systems.

Performance Indicators:

-% of cases published within 8 months of issuance of decision.

Key Program or Service Name: Judicial Appointments Secretariat

Financial Resources:

2008-2009	2009-2010	2010-2011
$520,000	$520,000	$520,000

The Commissioner for Federal Judicial Affairs has the overall responsibility for the administration of the judicial appointments process on behalf of the Minister of Justice. The Commissioner is expected to carry out his responsibilities in such a way as to ensure that the system treats all candidates for judicial office fairly and equitably. The Commissioner's responsibility is exercised directly or by his delegate, the Executive Director, Judicial Appointments. It is the Commissioner's or the Executive Director's particular responsibility, on behalf of the Minister, to ensure that all assessments are completed expeditiously and thoroughly.

Expected Results:

-Pool of candidates available for appointment to the federal judiciary.

The performance measurement strategy will include a review of internal systems.

Performance Indicators:

-Number of candidates screened and eligible for appointment.

Key Program or Service Name: Judicial Compensation and Benefits Commission

Financial Resources:

2008-2009	2009-2010	2010-2011
$300,000	$100,000	$100,000

The Judicial Compensation and Benefits Commission is an independent commission appointed pursuant to section 26 of the *Judges Act*. This commission is made up of three members appointed by the Governor in Council, one person nominated by the judiciary, one person nominated by the Minister of Justice and one person, who shall act as Chairperson, nominated by the first two members. The commission is appointed to inquire into the adequacy of the salaries and other amounts payable under the *Judges Act* and into the adequacy of judges' benefits generally.

Expected Results:

-Legislation giving effect to the recommendations of the Commission passed by Parliament.

The performance measurement strategy will include a review of internal systems.

Performance Indicators:

-Legislation receives Royal Assent.

SECTION III – SUPPLEMENTARY INFORMATION

Departmental links to the Government of Canada Outcomes

Strategic Outcome: An independent and efficient federal judiciary.

Program Activity	Expected Results	2008-09	2009-10	2010-11	Alignment to Government of Canada Outcome Area
Payments Pursuant to the *Judges Act*	Judges receive timely reimbursement of expense claims submitted; Information on judges is complete and accurate; and Judges and pensioners receive timely compensation payments.	397,971,000	412,185,000	425,944,000	Safe and Secure Communities
Canadian Judicial Council	CJC committees receive administrative support	1,683,000	1,683,000	1,683,000	Safe and Secure Communities and Government Affairs
Federal Judicial Affairs	Judges receive administrative support	8,507,000	8,103,000	8,103,000	Safe and Secure World Through International Cooperation and Government Affairs

The following tables can be found on the Treasury Board Secretariat website at

http://www.tbs-sct.gc.ca/est-pre/20082009/p3a_e.asp

Services Received without Charge
Sources of Respendable and Non-respendable Revenue

SECTION IV – OTHER ITEMS OF INTEREST

Internal Services

Included in the Program Activity, Federal Judicial Affairs, is a component for the provision of Internal Services. The following is a breakdown of these resources.

Financial Resources:

2008-2009	2009-2010	2010-2011
$996,000	$872,000	$872,000

Human Resources:

2008-2009	2009-2010	2010-2011
7	5	5

Provision of all Finance and Administration, Human Resources and Communications and Information Technology requirements for the department.

Key Program or Service Name: Finance and Administration

Financial Resources:

2008-2009	2009-2010	2010-2011
$252,000	$252,000	$252,000

The Finance and Administration Division is responsible for all duties falling under the scope of financial services, purchasing/contracting and registry services

Key Program or Service Name: Compensation, Benefits and Human Resources

Financial Resources:

2008-2009	2009-2010	2010-2011
$414,000	$290,000	$290,000

The Compensation, Benefits and Human Resources Division is responsible for providing policy interpretations, advice, expertise and guidance to both senior management and to judges, regarding all aspects of appointments, leaves of absence, relocation, retirements, compensation, benefits and related matters.

Key Program or Service Name: Communication and Information Systems

Financial Resources:

2008-2009	2009-2010	2010-2011
$330,000	$330,000	$330,000

The Communications and Information Systems Directorate is comprised of four sections: Communications Information Management Section which is responsible for the management and security of the data and information maintained by the office; Production and Operations Section which maintains the various operating systems of the office; and Project Management and Development Section which involves system development and acquisition.

Listing of Statutes and Regulations

Statutes and Regulations Currently in Force:

Judges Act	December 2006
Judges Act (Removal Allowance) Order	February 1991
Annuities Payable to Survivors and Children of Judges Regulations	July 2003
Enhanced Survivor Annuity Regulations	August 2001
Optional Survivor Annuity Regulations	August 2001

Listing of Statutory and Departmental Reports

Federal Courts Reports
Federal Judicial Appointments Process-December 2006

Other Reports:

Report and Recommendations of the 2004 Judicial Compensation and Benefits Commission
Canadian Judicial Council Annual Report

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